

**HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
MEETING  
September 10, 2013**

RECEIVED

SEP 24 2013

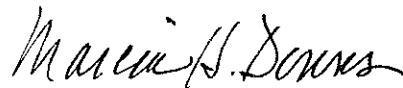
TOWN OF ELLINGTON  
TOWN CLERK'S OFFICE

- I. Chair John Halloran called the Regular Meeting of the Hall Memorial Library Board to order at 7:40 PM. Members present were Mary Blanchette, Peter Nickerson, Janet Wieliczka, Jeanne Zulick, Patricia Grundman, Children's Librarian and Assistant Library Director, and Susan Phillips, Library Director. Mary Clements was excused. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – There were no citizens present.
- III. Approval of Minutes of the June 2013 Meeting (Blanchette/Wieliczka) - The minutes were reviewed by members present and were unanimously approved as written. A motion was made (Nickerson/Blanchette) to add to the agenda the approval of the minutes for the Special Meeting held on June 24, 2013, unanimously passed. A motion was made (Nickerson/Wieliczka) and unanimously approved to accept these minutes as written.
- IV. Treasurer's Report –Bookkeeper Marcia Downs circulated the balances of the CD, checking, and savings accounts to date. A discussion of the accounts followed. John Halloran mentioned that a check was given to the Library from the Town of Ellington Endowments/Investment Account in the amount of \$7033.67.
- V. Prior Year/Current Year Budget – The prior and current years' budgets were reviewed and discussed among the Board Members. Sue Phillips explained this years' spending to date.
- VI. Library Director's Report – The report was reviewed and discussed, especially noting that the Summer Reading Programs were a huge success, and were sponsored by a gift from the Friends of the Library. Also, Winterfest will be held on December 6<sup>th</sup> and 7<sup>th</sup>, 2013, marking its 10<sup>th</sup> anniversary.
- VII. Friends of the Library Report –Peter Nickerson reported that the Friends fall Book Sale will be held on October 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>, 2013. On Friday and Saturday the cost of books per bag will be \$9.00, and on Sunday, a special pricing of the upstairs collection will be \$5.00 per bag.
- VIII. Old Business – FY 2012 – 2013 Budget Reimbursement – The final FY 2012-2013 budget was discussed and a motion was made (Blanchette/Zulick) and unanimously approved to pay the amount of \$29,822.34 from the checking account to the Town for the 2012-2013 Budget Reimbursement.
- IX. New Business –i - Long Range Planning – Discussions on Long Range Planning will be on next month's agenda for further discussion and eventual implementation of a new plan. ii – Capital Improvements –Bids for roof repairs were received from Dzen Sheet Metal Contractors, with the project divided into three parts. After discussion it was decided that the repairs to the old building will be submitted as a Capital Improvement request and repairs to the new building roof could be done now. A

motion was made (Blanchette/Nickerson) and unanimously passed to add the approval of this bid to the agenda. A motion was made (Wieliczka/Blanchette) and unanimously accepted to approve this bid of \$7,450.00 for repairs to the roof of the new building. Also, under the heading of Capital Improvements, bathroom updating, new carpet, and the engagement of a space planner to redesign the workroom were mentioned for the future. iii. – November Meeting Change – A motion was made (Blanchette/Zulick) and unanimously accepted to change the date of the November Board meeting from November 12, 2013, to November 19, 2013. Appropriate notification to the town will follow.

- X. Trustees' Concerns – John Halloran passed out a notice about the yearly Association of CT Library Boards 2013 Trustee Leadership Conference which will be held next month. Several Board members expressed interest in attending. Janet Wieliczka mentioned that the announcement of the closing of the Library on Labor Day Saturday was not well publicized. Sue Phillips explained that there was signage on each of the doors, as well as on the website announcing the closing.
- XI. Correspondence –None.
- XII. Adjournment – The meeting was adjourned at 8:45PM (Wieliczka/Nickerson).

Respectfully submitted,

A handwritten signature in black ink, reading "Marcia H. Downs". The signature is written in a cursive style with a large, stylized 'M' and 'D'.

Marcia H. Downs